



## State of New Jersey

DEPARTMENT OF EDUCATION  
OFFICE OF SCHOOL FACILITIES

### The LRFP Amendment Process (For LRFPs with "Approved" Status Only)

#### OVERVIEW

After a school district has an approved 2005 Long-Range Facilities Plan (LRFP), all future updates will consist of "amendments" to the originally approved plan. A school district must amend its approved LRFP to:

1. Be consistent with a proposed school facilities project;
2. Update inventory; and/or
3. Address five-year reporting requirements.

The Educational Facilities Construction and Financing Act, P.L. 2000, c. 72 (C.18A:7G-4) was amended by P.L. 2007, c. 137 to change LRFP submission requirements from years ending with a "0" or a "5" to at least once every five years following the approval of the 2005 LRFP. To satisfy the new five-year reporting requirements, a district must update its LRFP in all three of the following areas: (1) enrollment projections, (2) building capacities (*room inventories*), and (3) health and safety conditions (*capital maintenance needs*). Amendments to address capital maintenance projects, in which the LRFP is only modified to address proposed "systems" work, and amendments to update existing inventory after the completion of a school facilities project, do not fulfill five-year reporting requirements. A district can amend its approved LRFP at any time, whether to address a proposed school facilities project, update website data, or fulfill LRFP reporting requirements.

All LRFP reporting will continue to be performed on the Department's LRFP website at <http://nj-lrfp-pats.vfa.com/>. **The district should immediately update all authorized LRFP website users.** The Department had previously requested that the "District Manager" account, which was the original account issued by the Department to the district, be retained by the district and additional accounts be created for consultants. Please see "District Administrator Instructions" on the Office of School Facilities website at <http://www.state.nj.us/education/facilities/lrpf/dainst.pdf> and LRFP website "Help" for guidance on how to update your account profile, create additional user accounts, and delete existing accounts.

The LRFP amendment process consists of the following steps:

1. The district completes and submits the "LRFP Amendment Request Form" to the Department's Office of School Facilities (OSF) to initiate the LRFP amendment process.
2. After the OSF processes the Amendment Request Form, the district and consultant, if applicable, will be notified via email that the applicable sections of the LRFP website have been "unlocked" for editing. The district and consultant will also be provided with the name of the OSF staff member who will be reviewing the LRFP amendment.
3. The district completes all electronic updates on the LRFP website.
4. After all LRFP website updates are complete, the district electronically submits the LRFP and mails the required supporting documentation with the appropriate LRFP website transmittal to the OSF.
5. The OSF reviews the LRFP amendment submission and informs the district that the amendment is approved or that the submission is deficient and requires corrective actions.

## INSTRUCTIONS FOR COMPLETING LRFP AMENDMENT REQUEST FORM

To initiate the LRFP amendment process, the district must complete and submit the “LRFP Amendment Request Form” to the OSF. The form can be found on the OSF website at <http://www.state.nj.us/education/facilities/lrfp/>. Required information is as follows:

### A. Contact Information

Provide district and consultant (if applicable) contact information. A representative from the OSF will contact the district and consultant representatives after the amendment request has been processed and a staff member from the OSF has been assigned to review the amendment request.

### B. Purpose of Proposed Amendment

Note whether the LRFP is being amended to address a proposed capital maintenance project, a proposed educational project, to fulfill five year LRFP reporting requirements, and/or update LRFP website inventory data. Capital maintenance projects only require “systems” updates on the LRFP website. An amendment for projects requiring an educational adequacy determination (educational projects) involves changes to the room inventory and requires an enrollment projection that incorporates the current school year in the historic enrollments. To fulfill five-year reporting requirements, the LRFP website sections titled “Enrollments,” “Inventory” and “LRFP” must be comprehensively updated.

### C. General Description

Provide a brief narrative overview of the scope of the proposed amendment.

### D. Required LRFP Website Updates

From a checklist, select the LRFP website sections and schools that are impacted by the proposed amendment. This information will be used to determine which LRFP website sections should be “unlocked” for editing. If the scope of the amendment changes to include additional schools after the form is submitted to the Department, the district must submit another Amendment Request Form with the additional information.

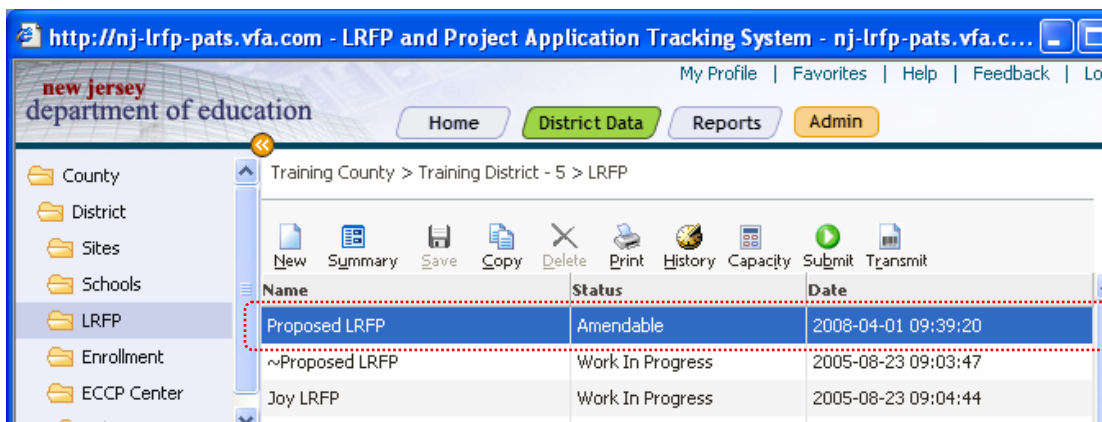
The completed form should be sent to:

Veronica Williamson  
Department of Education, Office of School Facilities  
P.O. Box 500  
Trenton, NJ 08625-0500

It can also be emailed to [veronica.williamson@doe.state.nj.us](mailto:veronica.williamson@doe.state.nj.us). Please do not fax.

## INSTRUCTIONS FOR SUBMITTING AN LRFP AMENDMENT

After the OSF processes the LRFP Amendment Request Form, the District's LRFP website status will be changed from "Approved" to "Amendable" and the applicable sections of the LRFP website, based on information provided in the form, will be "unlocked" for editing. **You must edit and resubmit the website LRFP with "Amendable" status.** Multiple LRFPs can be created on the website to test various building scenarios, but only the original approved LRFP with "Amendable" status can be resubmitted. Any LRFP with a status other than "Amendable" cannot be submitted to the Department for review.



After the updates to the LRFP website are complete, the district should electronically **Submit** the LRFP and generate new transmittals from the LRFP section of the website to send updated or new supporting documentation to the Department. Supporting documentation must minimally include:

1. A new signed version of the *LRFP Submission Data Check Report*, accompanied by the *Submission Complete* transmittal form, to indicate that the District's LRFP Amendment request is complete and ready for review.
2. A Board of Education resolution, accompanied by the *BOE – LRFP Submission Approval* transmittal form, authorizing the amendment request.

Other supporting documentation, and corresponding LRFP website transmittal forms, that may be required depending upon the nature of the proposed amendment and changes to the district's facilities inventory since the last LRFP supporting documentation submission, are as follows:

- Existing school site plans showing buildings and site boundaries (*no scale required*)
- Existing school floor plans showing room use (*no scale required*)
- Proposed enrollment projections and substantiation if website cohort-survival projection is not used
- District map showing existing and proposed schools

See LRFP website "Help" for instructions on how to access and print transmittals. **Do not reuse transmittal forms from previous LRFP supporting documentation submissions.** All LRFP website data must be updated and the LRFP electronically submitted, prior to transmitting supporting documentation to the Department.

## **HELP**

**If your district's 2005 LRFP has not been approved,** contact the Department's Office of School Facilities County Manager who has been reviewing your LRFP or Veronica Williamson at (609) 984-2738.

**If you are a district representative and do not know your district's LRFP website username,** contact Jacinta DeCohen at (609) 943-3273 or email at [project\\_app@doe.state.nj.us](mailto:project_app@doe.state.nj.us).

**If you have questions concerning the Amendment Request Form or the LRFP amendment process prior to being assigned an OSF county manager,** contact Susan Kutner at (609) 943-6581 or email at [susan.kutner@doe.state.nj.us](mailto:susan.kutner@doe.state.nj.us).

**If you have a question concerning the use of the LRFP website,** email [helpnj@vfa.com](mailto:helpnj@vfa.com). There are also manuals and tutorials posted in the "Help" section of the LRFP website.

**If you have never used the LRFP website,** it is recommended that you download and review the "LRFP Tutorial" from the Department's Office of School Facilities website at <http://www.state.nj.us/education/facilities/index.html>. This document can also be found in the "Help" section of the LRFP website.

**For useful LRFP information, including tutorials and templates,** consult the Department's Office of School Facilities website at <http://www.state.nj.us/education/facilities/index.html>.